

EMPLOYEE NAME: _____
Please Print Clearly

Yukon Kuskokwim Health Corporation
Position Description, Performance Evaluation
BH Village Clinical Supervisor

Job Title: BH Village Clinical Supervisor
Job Code: 30310
Pay Grade: 50
Department: Behavioral Health
Reports To: Clinical Coordinator, Outpatient Services
FLSA Status: Exempt
Approved By: Vice-President of Health Services
Reviewed Date: December 2005

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Is this a child-contact position? ☒ Yes ☐ No

Position Summary: The individual in this position will provide direct clinical supervisory services to the Behavioral Health Aides in Village Services. The individual in this position will supervise, train staff, and coordinate client care in their designated sub regional area. The individual in this position will also facilitate the provision of a safe, healthy, structured environment; engage clients and families a therapeutic alliance, and function as an active member of the multi-disciplinary Behavioral Health treatment team. Close collaboration with the all child-serving agencies in the region is required.

Position Qualifications:

Minimum Education	Master's degree in Human Services related field with a minimum of three years experience with drug and alcohol issues. If in recovery prefer three (3) years sobriety.
Minimum Experience	Positive work history. Two- (2) years of supervised experience providing various Behavioral Health direct clinical care services to children and adults performed at a satisfactory level. Experience in a cross-cultural setting preferred.
License, Certification, Registration	Alaska Drivers License and provide a copy of current driving record. Must provide a criminal record background. Must obtain State of Alaska Professional Clinical License within 6 months of employment at YKHC-BH. Substance Abuse certification preferred.
Equipment/Tools	Must have basic computer knowledge, and standard office equipment usage skills.
Specialized Knowledge and Skills	Knowledge and understanding of the impact of mental illness and emotional distress on children and their families. Ability to travel 4-5 times a month in small planes sometimes under harsh winter

	<p>conditions.</p> <ul style="list-style-type: none"> -Respect for the well-being and safety of children with mental and emotional impairments. -Knowledge of and ability to implement treatment-planning format utilized in a behavioral health services. -Knowledge and understanding of the Diagnostic and Statistical Manual of Mental Disorders and ability to formulate and document its Five Axis diagnostic format -Ability to provide psycho-social assessment, treatment, and discharge planning services to children in various states of emotional and mental turmoil. -Excellent human relations; ability to direct and coordinate staff and staff training and development; good verbal and written communications skills, work processing, spreadsheets; ability to treat clients and co-workers courteously and fairly, ability to do time management facility budgeting and facility grant management. -Ability to work cooperatively with community partners, especially tribal councils. -Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Theoretical knowledge of, care management, and continuity of care. -Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. -Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Supervisory Responsibilities	Direct supervision of Behavioral Health Aide staff.

PHYSICAL DEMANDS
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>Select the most appropriate physical effort requirement:</p> <p> <input type="checkbox"/> Light physical effort (lift/carry up to 10 lbs.) <input checked="" type="checkbox"/> Moderate physical effort (lift/carry up to 25 lbs.) <input type="checkbox"/> Heavy physical effort (lift/carry up to 50 lbs.) <input type="checkbox"/> Very heavy physical effort (lift/carry more than 50 lbs.) </p> <p>Reaching, bending, stooping, kneeling, crouching, turning, twisting</p> <p> <input checked="" type="checkbox"/> occasional <input type="checkbox"/> often </p> <p>Standing and walking</p> <p> <input checked="" type="checkbox"/> occasional <input type="checkbox"/> often <input type="checkbox"/> constant </p> <p>Sedentary work</p> <p> <input type="checkbox"/> occasional <input type="checkbox"/> often <input checked="" type="checkbox"/> prolonged sitting </p> <p>Repetitive tasks</p> <p> <input type="checkbox"/> lifts, positions or transports patients/supplies <input type="checkbox"/> repetitive motion tasks <input checked="" type="checkbox"/> prolonged use of computer screen/keyboard </p> <p>Vision requirements (with or without corrected vision – check all that apply)</p> <p> <input type="checkbox"/> far acuity -- able to see clearly at 20 feet or more <input type="checkbox"/> near acuity -- able to see clearly at 20 inches or less </p>

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|---|
| <input type="checkbox"/> depth – perception – able to see clearly at 20 inches or less
<input type="checkbox"/> color vision – able to distinguish and identify different colors |
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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PERFORMANCE CRITERIA AND EVALUATION

RATE EMPLOYEE'S PERFORMANCE AS IT RELATES TO THE REQUIREMENT OF THE POSITION. PLEASE USE THE FOLLOWING CATEGORIES BELOW.

- (1) **INADEQUATE:** Performance falls so short of requirements that corrective action is urgently required.
- (2) **MARGINAL:** Performance that is less than satisfactory.
- (3) **FULLY MEETS REQUIREMENTS:** Performance has been as expected of any average employee in the same position.
- (4) **EXCEEDS REQUIREMENTS:** Performance has been better than could reasonably be required.
- (5) **EXCEPTIONAL:** Performance has been so much better than could reasonably be required that it deserves special commendation.

A. DEMONSTRATES MATURITY AND ACCOUNTABILITY FOR JOB PERFORMANCE.

Supports the philosophy, objectives and goals of the department AND assesses areas of personal and professional growth.

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| 1. Maintains calm and effective behavior during stressful situations. | |
| 2. Establishes good rapport and cooperative working relationships with other personnel. | |
| 3. Follows dress guidelines and visibly wears photo identification badge. | |
| 4. Completes assignments accurately and timely. | |
| 5. Willingly accepts assignments to special projects. | |
| 6. Punctual in attendance at meetings. | |
| 7. Provides proper notification for absent days and follows time and attendance policies. | |
| 8. Enhances professional growth through workshops, literature, and committees. | |
| 9. Maintains licensure/certification and skills by obtaining required professional continuing education. | |
| 10. Assists all patients, family members/significant others, physicians, visitors and employees in a friendly manner. If unable to assist meeting one's needs, offers to find additional help. | |
| 11. Demonstrates ethical and appropriate behavior for a healthcare environment to include but not limited to patient's rights and privacy, dignity and maintaining confidential information. | |
| 12. Other: | |
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B. SUPPORTS AND PROMOTES THE ORGANIZATION'S PROGRAMS, QUALITY/RISK, INFECTION CONTROL/SAFETY/COMPLIANCE PROGRAM.

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| 1. Adheres to infection control policies. | |
| 2. Notifies the Infection Control Practitioner of real or potential exposures. | |
| 3. Demonstrates knowledge of OSHA regulations.
Complies with Blood-borne Pathogens Exposure Control Plan.
Complies with TB Exposure Control Plan. | |

4.	Demonstrates knowledge of Hazardous Waste Management Plan. Appropriately segregates waste at the point of origin. Discards waste in appropriate bags, receptacles, etc.	
5.	Follows safety practices as evidenced by in-service attendance records and employee practice.	
6.	Maintains a clean, safe environment for patients and co-workers. Follows safety rules. Identifies the designated Safety Officer. Notifies the Safety Officer of real or potential safety hazards.	
7.	Demonstrates understanding of fire drills, internal and external disaster plans and procedures and evacuation procedures as evidenced by in-service records and participation in drills.	
8.	Understands the major risk areas of the department.	
9.	Participates in Performance Improvement activities, including data collection, chart reviews, indicator development and evaluation criteria.	
10.	Participates in designing, collecting and reporting compliance reviews as requested.	
11.	Conducts corporate business in accordance with relevant state and federal laws and regulations, and YKHC policies.	
12.	Demonstrates ethical and appropriate behavior as guided by the YKHC Code of Conduct and YKHC policies, to include but not limited to, patients' rights, privacy of personnel, financial and health information, conflict of interest and protection of assets.	
13.	Other:	
C. COMMUNICATION		
Maintains communication within the department, other hospital departments, patients and other agencies.		
1.	Demonstrates ability to express self in oral and written communication.	
2.	Speaks in an appropriate tone of voice, using appropriate language.	
3.	Demonstrates good telephone etiquette.	
4.	Shares information to keep people informed as needed.	
5.	Attentive to detail, record-keeping and reporting.	
6.	All required records and reports are accomplished in a timely and accurate manner.	
7.	Understands and utilizes the proper communications channels for reporting problems or concerns.	
8.	Other:	
D. POSITION RESPONSIBILITIES:		
1.	Initiates/Coordinates Client Care in a manner consistent with the program design and policies ensures and monitors client clinical care and records consistent with quality assurance guidelines. By:	
2.	Ensuring that each patient is properly registered on the MS-4 Rumba network upon their admission, and discharge	
3.	Reviewing client progress notes by BH A, ensures original chart documents are sent to Bethel and are in order, all documents completed and properly signed according to Medicaid regulations.	
4.	Ensures that daily client billing forms are completed and turned in to main Behavioral Health Office.	
5.	Complete and teach the BHA how to complete intake assessments on each client admitted to the Sub regional area for BH services.	
6.	Completes or facilitates the completion of a "Functional Assessment" for each client admitted to BH.	
7.	Develop and trains BHA hoe to develop treatment plans based on treatment plan/functional assessment, ensures that all goals are being met, meet w/ multi disciplinary treatment team.	
8.	Provides and trains BHA on the provision of individual counseling/assessment to each client; provide/train BHA to provide other group therapy and case management as deemed necessary /appropriate.	
9.	Interact cooperatively w/ other entities involved in providing services to clients who are who are receiving or eligible to receive services from the BH Program, making sure to respect guidelines regarding client confidentiality.	
10.	Actively participates in the RHS and substance Abuse instruction and training of the BHAs by keeping close supervision of their attendance and active participation in their course assignments as well as their course practicum and completion of their certification process.	

11. Collaborates with the Administrative Coordinator special projects, monthly, quarterly and year-end reports in compliance with State grants and Medicaid guidelines.	
12. Monthly, compiling data for the completion of the Sub regional BH scorecard.	
13. Produce Quarterly reports due every 3 months, data consisting of the goals, narrative including client numbers and emergency assessments.	
14. Incumbent is expected to work independently, find and solve routine problems and identify and refer any questionable difficulties to the Behavioral Health Clinical Coordinator of Outpatient Services	
15. Develops a <i>Comprehensive Training Plan</i> focusing on enhancing the knowledge and skill foundation, and individual provider professional practice capacity of the BHA they supervise.	
16. Enhances professional growth and competency of self and their staff through the provision of trainings, workshops, and affiliations to keep current with developments	
17. Be available on-call for client/staff issues that may require immediate attention as deemed necessary.	
18. Represents the program at seminars and in-service sessions as needed.	
19. Ensures appropriate delegation, communication, and motivation amongst staff.	
20. Ensures timecards are signed, completed, and turned in to appropriate person in a timely manner.	
21. Demonstrates maturity and accountability for job performance. Supports the philosophy, objectives and goals of the department and assesses areas of personal and professional growth,	
22. Maintains effective rapport with patients, visitors, physicians, peers and others.	
23. Works collaboratively with other staff members to provide quality patient care.	
24. Demonstrates good judgment and analytical abilities in preparing work.	
25. Promotes confidentiality and uses discretion when discussing information.	
26. Maintains calm and effective behavior during stressful situations	
27. Inspires confidence from others by remaining well informed and being prepared.	
28. Follow dress guidelines and visibly wears photo identification badge	
29. Attentive to detail, record-keeping and reporting.	
30. Completes assignments accurately and timely.	
31. Adheres to identified work schedule; notifies Supervisor of needed schedule changes.	
32. Punctual in attendance at meetings.	
33. Adjusts personal schedule to complete assignments	
34. Provides proper notification for absent days and follows time and attendance policies.	
35. Participates in continuing education programs and utilizes information gained	
36. Participates in 80% of appropriate Behavioral Health staff meetings	
37. Participates in performance improvement activities, including data collection, chart reviews, indicator development and evaluation criteria	
38. Knowledgeable of computer systems used by the organization.	
39. Other duties as assigned by the Clinical Coordinator, Outpatient Services	

OVERALL APPRAISAL:
AREAS OF GREATEST STRENGTH:
AREAS REQUIRING ADDITIONAL DEVELOPMENT OR INTEREST TO EXPAND SKILL-- SUPERVISOR'S COMMENTS:
JOB-RELATED GOALS FOR NEXT 12 MONTHS THAT WILL BENEFIT MY JOB AND MY PERFORMANCE IN MY POSITION-- EMPLOYEE COMMENTS:

Please Check Appropriate Box:

☐ New Employee
 ☐ Initial Evaluation
 ☐ Annual Evaluation

I have read and reviewed my position description, performance evaluation and competency with my supervisor or designee and I understand the job I am expected to perform.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

CHECK BOX IF: ☐

THIS EMPLOYEE EXCEEDS THE OUTSTANDING PERFORMANCE MEASURES AND FORWARD A COPY OF EVALUATION TO THE VICE PRESIDENT OF EMPLOYEES DIVISION.

**FOR AGE-SPECIFIC COMPETENCY EVALUATION, PLEASE FILL OUT
THE ATTACHED FORM: (Please check appropriate box.) ☒ Required ☐ N/A**

COMPETENCY CRITERIA AND EVALUATION	
<p>RATE EMPLOYEE'S LEVEL OF COMPETENCY AS IT RELATES TO THE REQUIREMENT OF THE POSITION. PLEASE USE THE FOLLOWING CATEGORIES BELOW.</p> <p>(1) UNABLE TO PERFORM (2) PERFORMS WITH ASSISTANCE (3) PERFORMS INDEPENDENTLY (4) PERFORMS INDEPENDENTLY & ABLE TO ASSIST OTHERS</p>	<p>METHOD OF ASSESSMENT:</p> <p>(A) REVIEW POLICY (B) VIDEO (C) LECTURE (D) OBSERVED DEMONSTRATION (E) RETURN DEMONSTRATION (F) OTHER</p>
<p>AGE-SPECIFIC CATEGORIES:</p> <p>A. INFANT B. PEDIATRIC C. ADOLESCENT D. ADULT (18-65) E. GERIATRIC (>65) F. ALL AGE GROUPS</p>	

<p>I. DEMONSTRATES ABILITY TO ADAPT TO VARIED AGE-SPECIFIC PATIENT POPULATIONS. N/A indicates that employee does not provide care for that patient population in their home or floating department.)</p>	
B. Pre-school Age Child (3-6 years)	
1. Permits parents/guardian to remain with the child.	
2. Explains procedures to child, parents/guardian prior to event.	
3. Permits child to handle equipment. Uses demonstration techniques to allay fear.	
4. Educates child, parents/guardian prior to procedure.	
5. Minimally exposes child.	
6. Uses games to encourage child's participation and cooperation.	
7. Does not leave child unattended.	
8. Utilizes equipment specific to age and size of child.	
9. Provides for playtime and social interactions.	
10. Other	
B. School-age Child (6-12 years)	
1. Educates child, parents/guardian prior to examination/procedures.	
2. Uses terminology the child can understand.	
3. Permits and answers questions prior to taking actions. Permits child to exercise some control of situation.	
4. Gives the child the choice, when appropriate, as to whether parents/guardian are present.	
5. Does not leave the child unattended.	
6. Plans procedures in advance to minimize waiting times.	
7. Provides for modesty and privacy.	

8. Provides a safe environment by removing all unnecessary equipment.	
9. Utilizes equipment specific to size and mobility of child.	
10. Other:	
C. Adolescent (12 to 18 Years)	
1. Explains procedures using correct terminology.	
2. Gives patient the choice of parents/guardian presence during procedures.	
3. Provides education to patient, parents/guardian.	
4. Involves patient in decision making and planning.	
5. Explains all assessments, procedures and equipment.	
6. Alleviates fears by addressing all questions.	
7. Provides for modesty and privacy.	
8. Plans for a safe/comfortable environment.	
9. Utilizes equipment appropriate for size and mobility of patient.	
10. Stays within sight of patient whenever possible.	
11. Addresses patient by name.	
12. Does not treat as a small child.	
13. Other:	
D. Adult (18-65 years)	
1. Provides education regarding all aspects of care.	
2. Educates spouse or significant other with patient consent (verbal or implied).	
3. Explains information using correct terminology.	
4. Explains equipment to be used.	
5. Addresses patient by last name.	
6. Involves patient in procedures and planning.	
7. Maintains privacy.	
8. Explains timing of events and individual variances.	
9. Remains in sight of patient whenever possible.	
10. Other:	
II. DEPARTMENTAL POSITION-SPECIFIC COMPETENCIES:	
AT 30 DAYS:	
1. Completion of comprehensive Behavioral Health Assessments and recommendations	
2. Diagnosis utilizing DSM IV -TR and ASAM criteria	
3. Completion of comprehensive integrated plans of Care or Treatment Plans	
4. Emergency Procedures and contact form completion	
5. Patient billing and registration processes	
6. BH-Medicaid regulations	
7. Village patient referrals and follow up procedures from various entities and programs	
8. Complete BH Dept. Orientation Checklist with supervisor	
9.	

AT 60 DAYS:	
1. Chart reviews and audits	
2. RPMS/ AKAIMS documentation	
3. Clinical case reviews	
4. JCAHO BH standards	
5. Arranging travel, travel requisitions and trip reports	
6. Completion of credentialing documentation and Substance abuse certification	
AT 90 DAYS:	
1. Educational plan completion	
2. Review of request for educational leave	
3. System of Care and Wraparound concepts	
4. Knowledge of COMPASS, CODECAT how to complete and submit forms bi-yearly for program	
5. CCISC	
6. Develop a <i>Comprehensive Training Plan</i> focusing on enhancing the knowledge and skill foundation, and individual provider professional practice capacity of the BHA they supervise.	